

Common Proof Reader Marks

Symbol	Meaning	Example
or or	delete	take th s out
	begin a new paragraph	Paragraph should end here. ¶ Not continue
or	set in CAPITALS	Set useo to USOE
	comma	respectfully Mary
	period	Have a wonderful day
	quotation marks	He said, Have a good day.
	apostrophe	I can't do it.
	caret	Insert here (what is needed)
	move up or down	Move up or Move down
	set farther to left	Move to the left
	set farther to right	Move to the right
	transpose	The should change order.
	set in <i>italic</i>	Please set in <u>ital</u> . <i>ital</i>
	insert a space	needs a space
	spell out	Spell out 10 tps as ten teaspoons
	Close up this space	Tim kicked his foot ball over the fence.
	set in boldface	This should be in bold. bf
	set in lowercase	December lc